CA-PMM

Project Name: Administrative Information Mgmt (AIM)

OCIO Project #:
Department: Dept. of Mental Health
Revision Date: 12/1/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
AIM Vision document	11/24/09	11/24/09	
AIM Entity Relationship Diagram (ERD)	11/17/09	11/17/09	
AIM Data Flow Diagram Level 0	11/4/09	11/4/09	
Accomplished this week			
Finalized and Presented AIM Vison document to Business team and Stakeholder for comments. Completed ERD and Data Flow Diagram.			
Planned/Scheduled Completion in Next Two Weeks			
Develop Data Dictionary, Business Rules and Logical Data Model. Draft proposed System Design.			

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?	Yes	
Are there any planned tasks that won't be completed?	No	
Are there problems which affect your ability to accomplish assigned tasks?	No	
Do you plan to take time off that is not currently scheduled?	No	

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Status of Assigned Issues

Issue Number	Description	Due Date	Status
N/A			

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Furlough days	Schedule	Revised deliverable dates
2. Were any key milestones or deliverables rescheduled?	Yes	Furlough days	Schedule	Revised deliverable dates
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	delay in schedule	Hardware/software	Pending procurement / delivery of needed HW/SW
9. Are there any staffing problems?	Yes	2 AIM resources redirected.	Resources	Pending redirection of staff to AIM.

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Schedule	Pending procurement / delivery / config of HW/SW needs
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Schedule	Pending procurement / delivery / config of HW/SW needs
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Schedule	Pending procurement / delivery/ config of HW/SW needs
8. Are any major new issues foreseeable?	Yes	Hardware/software; Resource - staffs	Pending procurement / delivery/ config of HW/SW needs
9. Are any staffing problems anticipated?	Yes	Resource - redirected staffs	Pending redirection of staff to AIM.

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Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

Finalized AIM Vision document. Completed ERD and Data Flow Diagram Level 0.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Development of Use Case			In-progress		10/26/09
Development of Data Dictionary			In-progress		1/20/10
Development of Business Rules			In-progress		1/20/10

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	adjusted due to furlough fridays & HW/SW procurement
Milestones			x	adjusted due to furlough fridays & HW/SW procurement
Deliverables			x	adjusted due to furlough fridays & HW/SW procurement
Resources		x		redirection of staffs
OneTime Cost	x			
Continuing Cost	x			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: *List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.*					
Milestone	**Target Date**	**Forecast Date**	**Status**	**If Delayed, Impact to Implementation Date**	**Date Completed**
Development of Use Case			In-progress		10/26/09
Development of Data Dictionary			In-progress		1/20/10
Development of Business Rules			In-progress		1/20/10

Variances				
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". * Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*				
	On Plan <5%	**Caution 5-10%**	**Significant Variance >10%**	Action Required
Schedule			x	adjusted due to furlough fridays & HW/SW procurement
Milestones			x	adjusted due to furlough fridays & HW/SW procurement
Deliverables			x	adjusted due to furlough fridays & HW/SW procurement
Resources		x		redirection of staffs
One Time Cost	x			
Continuing Cost	x			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	**2**
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**1**
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	**2**
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	**2**
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	🟩
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	🟨 1
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	🟨 1
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	🟥 2
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	🟩
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	🟩
	Moderately Effective	1	
	Ineffective	2	
		Total	🟨 **11**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale